

### County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012 (213) 974-1101 http://cao.co.la.ca.us

May 30, 2006

Board of Supervisors GLORIA MOLINA First District

YVONNE B. BURKE Second District

ZEV YAROSLAVSKY Third District

DON KNABE Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

To:

Mayor Michael D. Antonovich

Supervisor Gloria Molina Supervisor Yvonne B. Burke Supervisor Zev Yaroslavsky Supervisor Don-Knabe

From:

Bavid E. Janssen

Chief Administrative Officer

REQUEST TO APPOINT MARIO J. PEREZ TO THE MANAGEMENT POSITION OF ADMINISTRATOR, SPECIALIZED HEALTH PROGRAM AT THE DEPARTMENT OF HEALTH SERVICES' OFFICE OF AIDS PROGRAMS AND POLICY

Consistent with the County's policies on management appointments, the Department of Health Services (DHS) requests authorization to appoint Mr. Mario J. Perez, Senior Staff Analyst, Health, to the position of Administrator, Specialized Health Program at an annual salary of \$99,567 (\$8,297.22 per month), the first quartile of salary range, R-13, for this position. This item, which serves as the Director of the Office of AIDS Programs and Policy (OAPP), is vacant and funded in the Department's 2005-06 Final Budget.

In May of 2005, Mr. Perez assumed the role of Interim Director OAPP. During this time, in accordance with County Code provisions for Management Appraisal and Performance Plan (MAPP) positions, Mr. Perez has been provided with a MAPP Temporary Assignment Special Rate (TASR) for performing the duties of this higher level position. Given this, Mr. Perez' current annual salary is \$94,376, equal to the bottom of the salary range for this position, which includes his base salary of \$70,668 (\$5,888.97 per month) as Senior Staff Analyst, Health, and the TASR that accounts for an additional \$23,708 (\$1,975.68 per month). When appointed to this position, Mr. Perez' promotional increase will be approximately 5.5 percent above his current salary.

As Interim Director, Mr. Perez is responsible for the executive direction of OAPP. In addition to developing and implementing a wide range of prevention, treatment, and support services for residents affected by Human Immunodeficiency Virus (HIV) and/or Acquired Immunodeficiency Disease (AIDS), Mr. Perez is responsible for meeting with other federal, State, and local officials, as well as other DHS executive staff in order to plan and assist with the implementation of HIV/AIDS programs and policy. As part of

Mario J. Perez OAPP Position, mbs

Each Supervisor May 30, 2006 Page 2

this collective effort, Mr. Perez also collaborates with various community members and groups, including the Commission on HIV Health Services and the Prevention Planning Committee to develop short and long-term plans for addressing the County's HIV/AIDS epidemic.

Including his service as OAPP's Interim Director, Mr. Perez has more than 10 years of progressively responsible experience in HIV/AIDS education, policy, prevention, and treatment. During this time, Mr. Perez served as OAPP's Director of Prevention Services where he was responsible for oversight of the department's development, implementation, and evaluation of HIV prevention services. Additionally, Mr. Perez served as a Policy Analyst for OAPP where he was responsible for analyzing federal and State legislation, as well as local policy that impacted the County's response to HIV/AIDS. Finally, prior to joining OAPP, Mr. Perez spent time with the Tarzana Treatment Centers in several capacities, including Deputy Director, where he was responsible for directing the implementation of a broad range of HIV prevention, treatment, and care services. Mr. Perez is a graduate of the University of California, Berkeley, and holds a Bachelor of Arts degree in biology.

The Department indicates that salary placement for Mr. Perez at the requested amount would be consistent with the level of experience Mr. Perez brings to this position and is appropriate when compared to the salaries of his peer managers at other DHS program offices.

Based on the information provided by DHS regarding Mr. Perez' experience, we concur with their request to appoint him to the position of Director of OAPP at an annual salary of \$99,567.

In accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by June 6, 2006, we will advise DHS that authorization has been granted to proceed with Mr. Perez' appointment, effective June 7, 2006.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Richard F. Martinez of this office at (213) 974-1758.

DEJ:SRH:DL SAS:RM:bjs

#### Attachment

c: Executive Officer, Board of Supervisors
Director of Health Services
Director of Personnel

MANAGEMENT APPOINTMENT REQUEST				
Candidate Name:	ndidate Name: Mario J. Perez		Employee No.:	
		(Check one)	NEW HIRE:	X
FACILITY/PROGRAM				
Provide organization chart & highlight the position – Attach electronic copy of organization chart Attached				
Describe where the position fits into the management organizational structure:				
The Director of the Office of AIDS Programs and Policy (OAPP) reports directly to the Chief of Operations, Public Health.  Describe the duties and responsibilities which reflect the scope and complexity of the position:				
Please See Attachment.				
Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:				
Mario J. Perez has been the Interim Director of the Office of AIDS Programs and Policy (OAPP) since May, 2005 and has extensive experience in the direction, planning, organization and evaluation of Los Angeles County's response to HIV/AIDS consistent with local planning priorities in coordination with other Public Health programs. Mr. Perez worked for more than six years in increasingly responsible positions with a community-based provider of substance abuse treatment, primary care and HIV prevention in Los Angeles County. Prior to his service as OAPP Interim Director, he was the Director of Prevention Services for OAPP from March 2001 through February, 2005 and the Co-Chair of the HIV Prevention Planning Committee. In these positions, he is well regarded by community leaders, and by the Centers for Disease Control and Prevention for his leadership role in HIV prevention services, health education, risk reduction, and counseling and testing services, provided through over 50 contracts with community based organizations and public health clinics in Los Angeles County totaling more that \$20 million annually. In his year as Interim OAPP Director, Mr. Perez has shown significant leadership on the care and treatment side of OAPP and has participated in the national coalition of agencies seeking reauthorization of the Ryan White CARE Act. A national search by a search firm identified eight candidates across the country for the civil service interview for the Director of OAPP position, including those who have held the similar positions to the OAPP Director in other localities. Mr. Perez was ranked in the top group by the search firm and by the civil service selection process. The Chief of Operation held a community forum to allow members of the HIV community to provide input on the selection and invited the candidates in the top band. The feedback was overwhelmingly positive for Mr. Perez.  Mr. Perez is a proven leader in the development of HIV education, HIV prevention, and HIV treatment for persons throughout Los A				
Name: Jan	B. King, M.D.	Employee #:	Title	e: Chief Physician I, M.D.
Base Monthly Salary: \$ 11,164.00 Base Annual Salary: \$ 133,958.00 Calculated Annual Salary: \$ 145,576.32				
Identify management position	ion above the position	n requested		
John F. Schunl	noff	Employee #: _		irector of Health Services
Base Monthly Salary: \$ 13	2322.00 Base Annua	l Salary: \$ 147,864.00		
HUMAN RESO	URCES	•		
Certify that the position is vacant and budgeted – Attach Item Control				
Designate amount of proposed monthly salary based on standard 5.5 increase and/or verify that requested salary is consistent with other managers in the department – Attach County Employee's CWTAPPS Screens: JHST and JBON				
PERCENTAGE INCREASE:%				
CURRENT BASE SALARY: Month: \$ 5888.97 Annual: \$ 70677.64 Range/Schedule: R 9 CURRENT CALCULATED SALARY: Month: \$ 7864.66 Annual: \$ 84375.92				

PROMOTION: Verify current salary of the individual for whom the request is being submitted, and designate the proposed salary and percentage increase over current salary.

PERCENTAGE INCREASE: 36.05 %

PROPOSED SALARY: Monthly: \$ 8297.22 Annually: \$ 99566.64 Range: 13 Quartile: 1st

Provide listing of all internal equivalent positions within facility/program - Attach electronic copy

Verify that candidate is listed on the appropriate Certification List and is reachable - Attach electronic copy

ES x NO

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#### Duties and Responsibilities for Director, Office of AIDS Programs and Policy (OAPP)

The Director of the Office of AIDS Programs and Policy (OAPP) plans, develops, organizes, coordinates, implements, administers and evaluates a wide range of HIV/AIDS prevention, treatment and support services throughout Los Angeles County; ensures adequate resources are available to address Los Angeles County's HIV/AIDS epidemic; ensures the equitable distribution of resources to meet the shifting needs of the HIV/AIDS epidemic; and protects the sanctity of public funds, and coordinates HIV/AIDS services in the context of broader public health and socio-political concerns.

This position is also responsible for the direction, review, evaluation and development of policy recommendations related to HIV/AIDS. The OAPP is an independent, freestanding Countywide Department/Program (Dept. 296). The Director takes a leadership role in organizing the work of a complex, \$80+ million program with 273 ordinance positions; makes independent decisions on priorities and programs, creates organizational visions, and set goals and objectives to achieve OAPP's mission; manages 5 divisions (Care Services, Prevention Services, Planning and Research, Operations, and Provider Support Services) that are responsible for administering 14 distinct funding initiatives through Countywide programs with 46 different service modalities; meets with staff to design, develop and/or refine departmental HIV/AIDS programs and policies and develops implementation plans; supervises 9 directors, 1 professional, and 1 support staff; conducts ongoing organizational assessments and human resource management activities, including staff recruitment and development; establishes guidelines, policies and procedures for the effective operation of the department; conducts weekly management team meetings, ad hoc meetings with managers and various staff, and full staff meetings bimonthly; meets with other DHS executive staff to plan and assist with the implementation of HIV/AIDS programs and policies in operating units of the Department; and meets with federal, State and local officials and community leaders regarding policy and resultant program designs; meets with the Commission on HIV Health Services and its various committees, Prevention Planning Committee, various community task forces, consortia and community organizations to discuss policy and program issues; conducts site visits and attends various provider functions and events; responds by telephone to service providers, consumers, community members and reporters; conducts television, radio, and print interviews; makes presentations and speeches; represents the County at State at national meetings to discuss common issues and plan common approaches to problems; responds to telephone inquiries from internal and external organizations and from the general public; and meets with various federal, State and local elected officials and their staff; meets weekly with Health Deputies to explain Board agenda items relating to HIV/AIDS programs and reviews contracts, grants, programs and policy issues of concern to the Board of Supervisors; reviews Board letters and attends Board meetings as necessary; has frequent telephone communication, correspondence and meetings with individual Health Deputies to discuss various programs and services, providers, and issues pertinent to their supervisorial districts; meets with Supervisors occasionally and prepares correspondence for their signature; works with staff and the Commission on HIV Health Services, Prevention Planning Committee, various other community planning bodies, consultants, and various technical experts, researchers and providers to develop short and long range plans for HIV/AIDS prevention, support and treatment programs and policies; reviews various reports, journals, books, newsletters, and articles to keep up-to-date with the latest trends in the epidemic and new prevention, care and treatment modalities; reviews needs assessments and risk indicator surveys and analyses; works with staff to identify new service models, interventions and approaches; reviews federal, State and local funding opportunities, advocates for increased resources, assists in the development and review of, and approves funding applications to various federal, State and local grantors; meets with staff to develop the structure and processes for administration of the grants; meets with staff to develop the structure and processes for allocation of resources through various solicitation mechanisms; assists in the development and review of, and approves requests for proposals and applications; assists in the review of funding proposals and applications and approves final recommendations for funding; reviews any appeals filed from agencies not funded under the various solicitations; meets with internal Program Management staff to develop the structure and processes for the development and management of contracts, programmatic, administrative and fiscal monitoring of contracts, and provision of technical assistance and monitoring follow-up; conducts negotiation for the more complex and difficult contracts; develops and implements reimbursement mechanisms for various

service categories; resolves major contractual issues as they arise in response to requests from the Board of Supervisor's offices, the Department or the contractors; meets with staff to develop the structure and processes for the development and implementation of criteria and guidelines to review augmentation and sole source requests; reviews and recommends augmentation and sole source requests for departmental approval; meets with staff to develop the structure and processes to assist community providers with program development, capacity building and service coordination; reviews and approves standards of care for various service categories; meets with staff to develop the structure and processes for the development and implementation of evaluation and quality improvement activities; reviews service projections. utilization and cost-effectiveness data; meets with staff to develop the structure and processes for curricula and material development; reviews and approves various proposals for major Countywide, multimedia public education campaigns; meets with staff to review and approve grant and operations budgets, reviews monthly expenditures, reallocates funds between contractors and programs and discusses and resolves operational issues; develops budget proposals and makes budget presentations to the Department; meets with the Fiscal Committee of the Commission on HIV Health Services to review financial status of HIV/AIDS funding and expenditures; meets with staff to develop the structure and processes to ensure fiscal compliance with the requirements of funding and regulatory agencies and internal controls: participates in various audit activities, reviews audit findings and recommendations and oversees the development and implementation of audit responses; attends various Departmental senior management meetings; reviews Departmental correspondence; meets with Department personnel to become familiar with various public and personal health initiatives; and discusses and develops opportunities for program coordination.

#### Mario J. Pérez

#### **EDUCATION**

Bachelor of Arts Degree

Biology, University of California, Berkeley (May 1993)

#### **WORK EXPERIENCE**

March 2005 - Present

# Interim Director, Office of AIDS Programs and Policy COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES, Los Angeles, CA.

- Responsible for directing the management, planning, organization and evaluation of Los Angeles County's response to HIV/AIDS consistent with local planning priorities and in coordination with other Public Health programs.
- Responsible for recruiting and managing Senior level staff charged with program planning, program budgeting, program development, organizational responsiveness and efficiency, solicitation of State and feral grant resources, development of new program strategies and responses and development and assessment of organizational and Public Health performance measures.
- Responsible for directing OAPP's solicitation and procurement of State and federal HIV/AIDS resources totaling more than \$67 million annually.
- Responsible for directing OAPP's direct service and administrative functions totaling more than \$15 million annually.
- Responsible for serving as OAPP's liaison to State and federal health agencies, local planning bodies, Executive Directors of partner agencies, other Public Health programs and Health Deputies of the Board of Supervisors.
- Responsible for advocating for HIV/AIDS policies with State and federal legislative bodies in coordination and collaboration with the County Chief Administrative Office.
- Responsible for directing the recruitment and management of a diverse workforce totaling 204 persons and including staff trained in medicine, human resources, fiscal management, quality assurance, epidemiology, health program planning, research, community planning, information systems, mental health, psychosocial services, housing, substance abuse, nursing, behavioral science, HIV testing technology, data collection, capacity building, infrastructure and organizational development, training, material review and curriculum development, among other disciplines.
- Responsible for directing the planning and implementation of care, prevention, capacity building and other program review processes including the development of program review reports, quality management plans, program evaluation plans, plans of corrective action, the development of program review standards and tools consistent with State and federal guidelines and County monitoring standards.

March 2001 – February 2005

# <u>Director, Prevention Services, Office of AIDS Programs and Policy</u> COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES, Los Angeles, CA.

- Responsible for overseeing the development, implementation and evaluation of HIV prevention services, including health education, risk reduction and counseling and testing services, provided through over 50 contracts with community-based organizations and public health clinics in Los Angeles County totaling more than \$20 million annually.
- Responsible for recruiting, managing and supervising the diverse workforce of the Prevention Services Division, including professional, paraprofessional and direct service staff trained in epidemiology, public health, public health nursing, health education, data analysis, behavioral science and research and staff with responsibilities in program management, program evaluation, data collection, counseling and testing, social marketing, faith-based programming, school-based programming and community health networks.
- Responsible for directing the planning and implementation of contract negotiation processes and administration of prevention resources including oversight of grant expenditures, review and approval of budget modification and augmentation requests and confirmation of program cost report information.
- Responsible for serving as Governmental Co-Chair of the Los Angeles County HIV Prevention Planning Committee and as the Los Angeles County representative to the California HIV Planning Group, both federally mandated HIV prevention planning bodies.
- Responsible for interfacing with Senior level staff of the organization to improve our programmatic response, improve organizational efficiency, solicit State and federal resources and developing new program strategies.
- Responsible for serving as liaison on HIV prevention issues to State and federal funding agencies, State planning groups, local community-based organizations, other local jurisdictions and to programs within the Department of Health Services at the request or on behalf of the Director of OAPP.
- Responsible for directing the planning and implementation of program review processes including the development of program review reports, quality management plans, program evaluation plans, plans of corrective action, the development of program review standards and tools consistent with State and federal guidelines and County monitoring standards.
- Responsible for contributing to the development of a prevention programbased client-level data collection and data management system with a broad cross section of end users including contracted prevention providers and OAPP program and research staff.

Mario J. Pérez Page 3

October 1999 --March 2001

Policy Analyst, Office of AIDS Programs and Policy COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES, Los Angeles, CA.

- Responsible for reviewing, monitoring and analyzing local policies and State and federal legislation impacting Los Angeles County's HIV/AIDS response and making recommendations regarding these impacts.
- Responsible for developing bill analysis reports and creating HIV/AIDS position recommendation for consideration by OAPP management.
- Responsible for conducting HIV/AIDS advocacy on behalf of Los Angeles County with State and federal legislative bodies.
- Responsible for serving as liaison for policy matters with community planning groups, including the Los Angeles County Commission on HIV Health Services and HIV Prevention Planning Committee.
- Responsible for drafting policy positions for Los Angeles County.
- Responsible for organizing and maintaining an ongoing community educational effort on key policy issues.

December 1998 -October 1999

#### Deputy Director, HIV Services Department

TARZANA TREATMENT CENTERS, Tarzana, CA.

- Responsible for directing the implementation of a broad range of HIV care. treatment, and prevention services implemented by staff totaling more than fifty individuals and serving dual and multi-diagnosed persons living with HIV/AIDS and a cross-section of groups at risk for HIV infection.
- Responsible for the programmatic and fiscal oversight of department programs, including all HIV prevention programs and services as well as several advocacy and transitional case management programs.
- Responsible for the oversight of all department programs and services in the absence of the Director of HIV Services.
- Jointly with Director, responsible for planning and developing new programs to address service delivery gaps and improving existing programs and services.
- Jointly with Director, responsible for interfacing with local and State health department and other funding source representatives.

April - November 1998

#### Acting Director, HIV Services Department

TARZANA TREATMENT CENTERS, Tarzana, CA.

- Responsible for management and oversight of all department programs and services, including fiscal and program management of case management, home health, housing, advocacy, and prevention services.
- Responsible for interfacing with local and State health department and other funding source representatives.

July 1993 - March 1998

#### Coordinator, HIV Education and Prevention Programs, HIV Services Department

TARZANA TREATMENT CENTERS, Tarzana, CA.

- Responsible for overseeing the delivery of several outreach-based and agency-based HIV education, HIV prevention, and HIV treatment programs serving persons throughout Los Angeles County. Populations served include substance users, men who have sex with men, homeless persons and medically uninsured.
- Responsible for planning and developing new programs to address service delivery gaps.
- Responsible for securing program funding through grant writing and by responding to local, State, and federal requests for applications.
- Responsible for interfacing with local and State health departments and other funding source representatives.

January 1991 - May 1993

#### Coordinator, Multicultural AIDS Peer Program

STUDENT HEALTH SERVICE, University of California at Berkeley, Berkeley, CA.

Responsible for the coordination of a community-based HIV education program serving student and surrounding Bay Area communities. Duties included program development and member recruitment and training.

January 1990 - May 1993

#### Student Instructor

MATH ENGINEERING SCIENCE ACHIEVEMENT PROGRAM, University of California at Berkeley, Berkeley, CA.

Responsible for math and science lesson preparation and instruction for middle school students enrolled in after-school and weekend academic enrichment program. Employed during academic calendar.

July 1988 - January 1992

#### Customer Service Representative

Bank of America, NT&SA, Los Angeles, CA.

♦ Responsible for assisting customers with bank transactions. Employed during summer and winter breaks from college.

#### **MEMBERSHIPS**

- ♦ Member, AIDS Action Council Board (September 2005 Present)
- ♦ Member, Community Advisory Board, "Accion Mutua": AIDS Project Los Angeles/Cesar Chavez Institute HIV Prevention Capacity Building Initiative (April 2005 Present)
- ♦ Member, AIDS Action Council Public Policy Committee (November 2003 Present)
- ♦ Member, California HIV Planning Group (April 2002 Present)
- Member, Community Advisory Board, UCLA Center for HIV Identification Prevention and Treatment Services (May 2001 – Present)
- ♦ Member, Urban Coalition for HIV/AIDS Prevention Services (May 1999 Present)
- ♦ Governmental Co-Chair, Los Angeles County HIV Prevention Planning Committee (May 1999 June 2005)
- Commissioner, Los Angeles County Commission on HIV Health Services (April 1997 -October 1999)
- Member, Los Angeles County HIV Prevention Planning Committee (July 1994 -October 1999)
- Co-Chair, Los Angeles County HIV Prevention Planning Committee (March 1997 -April 1998)
- Member, ALIANZA, Los Angeles County Latino Caucus on HIV and AIDS (July 1993 -Present)
- ♦ Co-Chair, ALIANZA, Los Angeles County Latino Caucus on HIV and AIDS (January 1996 June 1996, July 1995 December 1995)
- ♦ Executive Committee Member, ALIANZA, Los Angeles County Latino Caucus on HIV and AIDS (January 1996 June 1996, July 1996 June 98)

#### **CONSULTANTSHIPS**

- ♦ Evaluation Consultant, Los Angeles County Office of AIDS Programs and Policy, HIV/AIDS Prevention Among African-Americans and Latinos in Los Angeles County
- Evaluation Consultant, City of Los Angeles Community Development Department, HIV Prevention Services
- Evaluation Consultant, Los Angeles County AIDS Programs, Promotion of Los Angeles Countywide AIDS Services
- Evaluation Consultant, Los Angeles County AIDS Programs, HIV/AIDS Risk Reduction Programs for Adolescents
- ♦ Evaluation Consultant, Centers for Disease Control and Prevention, Minority and Other Community-Based Organizations Continuation Applications
- ♦ Evaluation Consultant, Los Angeles County AIDS Programs, HIV/AIDS Risk Reduction Street Outreach for Injection Drug Users and Other Substance Abusers
- Participant, Polaris Research and Development, Inc., Multicultural AIDS Resource Center of California (MARCC) Focus Group on the Evaluation of HIV Prevention Programs (April 1996)

#### **MENTORSHIPS**

 Mentor, ALIANZA, Los Angeles County Latino Caucus on HIV/AIDS-sponsored Latino Leadership Program (1998)

#### **AWARDS**

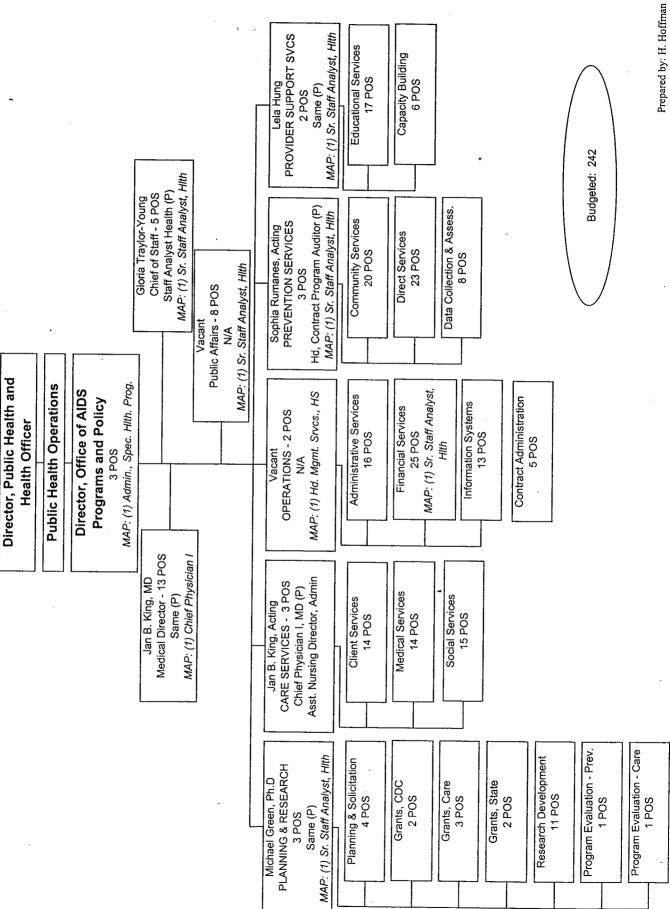
- ♦ Mario Tamayo Leadership Award from AltaMed Health Services Corporation for leadership and commitment to raising AIDS awareness and service to persons living with HIV/AIDS in Los Angeles County (August 15, 1999.)
- ♦ Certificate of Recognition from Los Angeles City Councilwoman Jackie Goldberg for service to persons living with HIV/AIDS in the City of Los Angeles (August 1999.)
- ♦ Certificate of Recognition from California State Senator Hilda Solis for outstanding service to the HIV/AIDS affected Latino community and exemplary efforts as Co-Chair of ALIANZA, the Los Angeles County Latino Caucus on HIV and AIDS (November 11, 1995.)
- ♦ Certificate of Recognition from California Assemblyman Antonio R. Villaraigosa for unselfish dedication as Co-Chair of ALIANZA to the Second Annual Spanish-language Latino/a HIV/AIDS Conference (November 1995.)

#### REFERENCES

Available upon request

# LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES OFFICE OF AIDS PROGRAMS AND POLICY PUBLIC HEALTH

# FUNCTIONAL ORGANIZATIONAL CHART



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